

TAF RUNNING & ORIENTEERING TEAM

PROPOSED CONSTITUTION

1. Title

The Club shall be known as Taf Running & Orienteering Team, also known by the abbreviation TROT. (hereinafter to be referred to as "the Club").

2. Objectives

- a. The club aims to encourage running at any standard, for competition in races or simply for exercise and fun.
- b. The Club shall seek to be affiliated to national and regional amateur athletic bodies as the Committee consider appropriate in order to carry out the objectives of the Club.

3. Membership

- a. Membership of the Club shall be open to all persons, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Children under the age of 18 attending training, races or any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them.
- b. The appropriate subscription must accompany the application for membership.
- c. Any member wishing to resign from the Club may do so at any time in person, in writing or by email to the Secretary no membership fees are refunded.
- d. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.

4. Subscriptions

- a. Annual subscriptions shall become due for payment at the beginning of the payment period as set at the AGM each year, with the amounts being determined by the AGM.
- b. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c. Members joining less than 6 weeks before the end of the payment period shall be deemed to have paid their subscription for the following year.
- d. Any member failing to make payment within 3 months of the beginning of the payment period shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known postal and email address informing him/her of the proposed action.

5. Management

- a. The management of the Club shall be vested in a Committee that shall consist of the Chairman, Treasurer and Secretary who shall be Officers of the Club together with a maximum of ten other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.
- b. Five elected Committee members are required for a quorum for a Committee meeting to take place providing the Chairman or Secretary is also present.
- c. The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.
- d. The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub Committees such duties as may be considered appropriate.
- e. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.

5. Club Meeting

- a. The ongoing business of the club shall be put to the membership of the club at each club meeting.
- b. Twenty percent of the enrolled membership of the club including two officers is required to be present for a decision making quorum. No member or club official has a casting or second vote.
- c. All manner of business can be conducted during club meetings but matters of finance can only be agreed within the parameters set at the AGM.
- d. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

6. Annual General Meeting

- a. The AGM shall be held in the months of January or February as dictated by the practical circumstances applicable at that time.
- a. At the AGM the meeting will:
 - i. Receive the annual report of the Secretary.
 - ii. Receive the financial statements and the Treasurer's report.
 - iii. Elect the officers and the Committee for the ensuing year.

- iv. Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
- v. Agree the budgets for the forthcoming year. All anticipated expenses must be budgeted in advance wherever possible.
- vi. Agree the maximum expenditure level without budget available to the committee
- vii. Agree the maximum expenditure level that can be agreed during a club meeting
- viii. Transact any other notified business.
- b. At least 21 days notice shall be given to members of the date, venue and agenda items for the AGM.
- c. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

7. Extra-Ordinary General Meeting

- a. An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petition the Secretary in writing.
- c. Three weeks notice of an EGM must be given to the all members by email or in writing together with the motion/s to be discussed.
- d. No other business shall be conducted.
- e. Procedures for voting shall be as used for the AGM.

8. Finance

- a. The financial year of the Club shall end on 31st December.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title.
- c. All accounts shall operate on any two signatories, all officers of the club will be signatories.
- d. Expenditure above agreed budget levels may only be authorised at a club meeting or EGM

9. Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs
- c. The Club may make charitable donations as agreed by the membership according the financial rules of the club.
- d. The Club may also in connection with the sports or benevolent purposes of the Club:
 - i. Sell and supply food, drink and related sports clothing and equipment.
 - ii. Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 - iii. Pay for reasonable hospitality for visiting guests;
- e. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f. The Committee will have due regard to the law on disability discrimination and child protection.

10. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. To another Club with similar sports purposes
 - ii. To a local charity or charities

11. Alterations to the Constitution

The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

6. Revision History

This Constitution was formerly adopted at the AGM held on xxxxx and replaces the club's original Constitution used since its formation in xxxxx.